



DEPARTMENT OF THE NAVY
NAVAL ELECTRONIC SYSTEMS COMMAND
WASHINGTON, D.C. 20360

NAVELEX INST 4000.12 ¹¹ ~~of 12-1~~
ELEX 101

MAR 30 1981

NAVELEX INSTRUCTION 4000.12

From: Commander, Naval Electronic Systems Command

Subj: Systems and Equipment Transfers to NAVELEX; policy and procedures for

1. Purpose. To establish policy and procedures for the review of system and equipment documentation and program resource requirements prior to the transfer of management responsibility to NAVELEX.
2. Background. There is evidence that failure to thoroughly review status of acquisition planning and integrated logistic support documentation prior to the transfer of systems/equipments into NAVELEX has resulted in acceptance of management responsibility for systems/equipments with various deficiencies. Further, transfer of management responsibility without concurrent transfer of appropriate financial, manpower, and facilities resources preclude effective execution of transferred responsibilities. Any of these deficiencies can cause an adverse impact on fleet readiness, and can create the impression that NAVELEX is not carrying out its mission effectively.
3. Policy. NAVELEX will accept transfer of responsibility for systems and equipment only after a review of system/equipment documentation to determine whether any deficiencies exist, and only when sufficient financial, manpower, and facilities resources to effectively carry out transferred responsibilities and to correct deficiencies are concurrently transferred. The only exceptions to this policy will be transfers that are directed by the Chief of Naval Material although deficiencies and/or inadequate resources have been identified by NAVELEX.
4. Procedures
 - a. Whenever information on a proposed equipment or system transfer is received in NAVELEX, ELEX 08 shall be notified. ELEX 08 shall request of the current responsible Systems Command or Project Manager, a copy of all documentation required for a program appraisal review.

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b. The Program Review Office, ELEX 08E, will conduct a review of the status of the equipment/system proposed for transfer to identify all deficiencies and required corrective actions. The results of this review will be forwarded to ELEX 01.

c. ELEX 01 will designate a Transfer Negotiator who will:

(1) Prepare the proposed transfer agreement and certify that all appropriate reviews have been made; that deficiencies have been documented; and that all necessary resources have been addressed (including direct and indirect manpower as well as funding) in the proposed transfer agreement.

(2) Represent NAVELEX in negotiating the final terms of the actual transfer.

(3) Prepare a final transfer agreement for ELEX 00/09 signature and certify that all conditions recommended by the Program Review and Appraisal office have been included or, if certain conditions have not been met, that the program impact has been clearly documented in the transfer agreement. If adverse impact exists, ELEX 00/09 signature will be conditional subject to concurrence by appropriate CHNAVMAT and Chief of Naval Operations (CNO) representatives.


(4) Follow up on transfer agreements to ensure that the actual transfer occurs in accordance with the agreement.

5. Action. Addressees shall comply with the policy and procedures of this instruction.

Distribution:
NAVELEX List 4

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SNDL Part II
C37F (NAVMATDATASYSGRU)
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Stocked:
ELEX 10511


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Acting Vice Commander